



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, October 13, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Tuesday, October 13, 2020 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.

COMMISSIONERS: To access conference bridge: Dial in to 218-326-7680
When prompted for conference #, enter 1, When prompted for PIN, enter 2468

- 1 [20-1396](#) Acknowledge proper posting of the change in the regular meeting date.
- President Tom Stanley acknowledged the proper posting of the change in the regular meeting date.*

CALL OF ROLL

President Tom Stanley announced the Roll Call, requesting members of the Commission present in the Meeting Room or participating by conference call to please indicate their presence by stating "here" as he called their names. Present in the meeting room were President Tom Stanley, Commissioner Rick Blake and Commissioner Luke Francisco. Present via telephone conference call were Secretary Kathy Kooda and Commissioner Rick Smith.

Present 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

Others Present in the meeting room: General Manager Kennedy, Electric Department Manager Goodell, Wastewater/Wastewater Department Manager Mattson and Administrative/HR Assistant Flannigan.

MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, please contact our office at 218-326-7024 ext. 1 and we will provide you with a copy of the policy.

APPROVAL OF MINUTES

- 2 [20-1395](#) Consider a motion to approve the minutes of the September 4, 2020 special meeting, the September 16, 2020 regular meeting, and the September 29, 2020 special meeting/work session.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, a motion to approve the minutes of the September 4, 2020 special meeting, the September 16, 2020 regular meeting, and the September 29, 2020 special meeting/work session. The motion carried by the following vote:

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

PUBLIC FORUM

Please note-If you wish to address the Commission under the public forum, access the conference bridge by dialing 218-326-7680. When prompted for Conference # enter 1, when prompted for PIN # enter 2468.

None present.

COMMISSION REPORTS

No items.

CONSENT AGENDA

Any item on the consent agenda shall be removed for consideration by request of any one Commission member, Utility staff, or the public and put on the regular agenda for discussion and consideration.

- 3 [20-1387](#) Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for September 2020.
Approved by consent roll call vote.
- 4 [20-1382](#) Consider a motion to approve the quote from Morton Buildings for the pump building for the super oxygenation capital project in the amount of \$23,887.
Approved by consent roll call vote.
- 6 [20-1406](#) Consider a motion to confirm filling the Line Crew Foreman position with the preferred applicant, Mr. Rod Ruder, contingent upon successful results of the skills assessment.
Approved by consent roll call vote.

- 7 [20-1407](#) Consider a motion to confirm filling the two Line Crew Lead positions with the preferred applicants, Mr. Joe Riley and Mr. Jim Schmitt, contingent upon successful results of the skills assessments.
Approved by consent roll call vote.
- 8 [20-1408](#) Consider a motion to confirm filling the Meter Technician position with the preferred applicant, Mr. Shannon Thomsen, contingent upon successful results of the skills assessment.
Approved by consent roll call vote.
- 9 [20-1405](#) Consider a motion to confirm filling the Water Operations Director position with the preferred applicant, Mr. Brett Dickie, contingent upon successful results of the skills assessment.
Approved by consent roll call vote.
- 10 [20-1356](#) Consider a motion to confirm filling the WWTP Operator position with the selection committee's preferred applicant, Mr. Steve Langer, contingent upon satisfactory results of the pre-employment screenings.
Approved by consent roll call vote.
- 11 [20-1379](#) Consider a motion to confirm filling the Maintenance Foreman position with the preferred applicant, Mr. Troy Bridge.
Approved by consent roll call vote.
- 12 [20-1394](#) Consider a motion to confirm filling the Maintenance I position with the preferred applicant, Mr. Doug Gustafson, contingent upon successful results of the skills assessment.
Approved by consent roll call vote.
- 13 [20-1404](#) Consider a motion to confirm filling the Maintenance II position with the preferred applicant, Mr. Mark Hansen, contingent upon successful results of the skills assessment.
Approved by consent roll call vote.
- 14 [20-1357](#) Consider a motion to confirm filling the Accounting Technician position with the preferred applicant, Ms. Kari Helal.
Approved by consent roll call vote.
- 15 [20-1392](#) Consider a motion to approve the updated Customer Service Representative position description, declare a vacancy exists, and authorize the internal posting and concurrent external advertising.
Approved by consent roll call vote.

- 16 [20-1393](#) Consider a motion to approve the updated Lead Customer Service Representative position description, declare a vacancy exists, and authorize the internal posting and external advertising, if needed.

Approved by consent roll call vote.

Approval of the Consent Agenda

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to approve the Consent Agenda, as amended at the request of Commissioner Rick Smith, to remove Item 5 from the Consent Agenda and add to the Regular Agenda as Item 20.a. in the Electric Department . The motion CARRIED by the following vote:

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

SETTING OF REGULAR AGENDA

This is an opportunity to approve the regular agenda as presented, or add/delete an agenda item by a majority vote of the Commission members present.

A motion was made by Secretary Kathy Kooda, seconded by Commissioner Rick Blake, to approve setting of the Regular Agenda, as amended to include Item 5 removed from the Consent Agenda and add as Item 20.a. in the Electric Department . The motion CARRIED by the following vote:

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

ADMINISTRATION DEPARTMENT

- 17 [20-1389](#) Review the October Administration Department Report.
- General Manager Kennedy reviewed the October Administration Department Report with the Commission.*
- 18 [20-1410](#) Consider a motion to approve the revised 2021-2023 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission and the attached Memorandum of Understanding to conduct a classification and compensation study during the term of the Agreement, as ratified by the Union on September 23, 2020.
- A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Smith, to approve the revised 2021-2023 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission and the attached Memorandum of Understanding to conduct a classification and compensation study during the term of the Agreement, as ratified by the Union on September 23, 2020. The motion carried by the following vote.
- Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith

BUSINESS SERVICES DEPARTMENT

- 19 [20-1402](#) Review the October Business Services Department Report.

General Manager Kennedy reviewed the October Business Services Department Report with the Commission.

ELECTRIC DEPARTMENT

- 20 [20-1398](#) Review the October Electric Department Report.

Electric Department Manager Goodell reviewed the October Electric Department Report with the Commission.

- 5 (20.a.) [20-1390](#) Consider a motion to award a contract to Casper Construction for the Solar Plus Storage Grading Base Bid plus Alternate 1 in the total amount of \$337,594.00.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to award a contract to Casper Construction for the Solar Plus Storage Grading Base Bid plus Alternate 1 in the total amount of \$337,594.00. The motion carried by the following vote.

Aye: 4 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, and Commissioner Luke Francisco

Abstain: 1 - Commissioner Rick Smith

WATER AND WASTEWATER DEPARTMENT

- 21 [20-1381](#) Review the October Water-Wastewater Department Report.

Wastewater/Wastewater Department Manager Mattson reviewed the October Water and Wastewater Department Report with the Commission.

SAFETY REPORT

- 22 [20-1391](#) Review the October Safety Report.

General Manager Kennedy reviewed the October Safety Report with the Commission.

VERIFIED CLAIMS

23 [20-1397](#)

Consider a motion to approve the verified claims for August in the amount of \$1,746,668.22

Computer Check Register \$1,209,843.99

Manual Check Register \$536,824.23

A motion was made by Commissioner Rick Blake, seconded by Commissioner Rick Smith, to approve the verified claims for August in the amount of \$1,746,668.22 (Computer Check Register \$1,209,843.99 and Manual Check Register \$536,824.23). The motion carried by the following vote:

Aye: 4 - President Tom Stanley, Commissioner Rick Blake, Commissioner Luke Francisco, and Commissioner Rick Smith

Abstain: 1 - Secretary Kathy Kooda

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, October 27, 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission has been rescheduled to Wednesday, November 18, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 4:47 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.